



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **09/09/2021**

To: Elected Official, Department head, or Accounting Staff of **Probate Court**

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2021-00002750 Weekleys Mailing Service

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	<input checked="" type="checkbox"/> Other

Solution: Please provide a copy/proof of the mailing for this invoice. Without the requested supporting documentation, it is unclear that the accompanying orders are proper.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 4, 2021

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$16,750.00

has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____, Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

SHIP TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
1109641	9-13-2021	237.76
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021		
1099 AMT.		

PURCHASE ORDER NO. 2021-00000410

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION RESOLUTION JOURNAL PAGE BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 52088

PURCHASED FROM:
WEEKLEYS MAILING SERVICE
1420 WEST BAGLEY ROAD
BEREA, OH 44017-2935

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024


DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses 1001-008-57-901 - Other 16,750.00 <i>2nd Q-P-2</i>	16,750.0000	\$16,750.00
TOTAL DUE					\$16,750.00

RECEIVED
SEP 08 2021
Geauga County Auditor

IN THE COURT OF COMMON PLEAS

PROBATE DIVISION

GEAUGA COUNTY, OHIO

FILED

COMMON PLEAS COURT

2021 SEP -7 PM 12:53

PROBATE-JUVENILE

DIVISION

GEAUGA COUNTY, OHIO

IN RE:

) JUDGE TIMOTHY J. GRENDALL

)

PROBATE COURT

)

EXPENDITURES

) PROPER ADMINISTRATIVE ORDER

WEEKLEYS MAILING SERVICE

) 2021-172

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$ 237.76 (Two Hundred Thirty Seven Dollars and Seventy Six Cents) from 1001-008-57-901 to WEEKLEYS MAILING SERVICE, at 1420 WEST BAGLEY ROAD, BEREA, OH 44017-2935, for community outreach, which the Probate Court has determined to be an expenditure for a proper public purpose. Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

WEEKLEY'S MAILING SERVICE INC.

1420 W. Bagley Road Berea, Ohio 44017-2935
Phone: (440) 234-4325 Fax: (440) 234-6502 eMail: weekleys@msn.com

GEAUGA COUNTY PROBATE/JUVENILE COURT
ATTN: KIM LAURIE
COURTHOUSE ANNEX, 2ND FLOOR
231 MAIN STREET, SUITE 200
CHARDON OHIO 44024

Date: September 3, 2021

INVOICE 83548A

Purchase Order:

Phone:

FAX:

46,947	Additional postage for mailing after USPS postal increase	\$425.52
1	resort fee	50.00

** PLEASE NOTE THIS IS ONLY GOOD UNTIL 9/30/21 MAILING DATE

PLEASE MAKE CHECK PAYABLE TO
WEEKLEYS MAILING SERVICE

TOTAL DUE: \$475.52

Terms: Upon Receipt

J- 2021-0369 - \$ 237.76

P- 2021-0410 - \$ 237.76

\$ 475.52

Probate

Geauga County

Accounts Payable Edit Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes	Amounts
Batch Department: Probate Court Probate Court									
52088 - WEEKLEYS MAILING SERVICE	2nd Q-P2	Other Expenses	09/07/2021	09/13/2021	09/07/2021			No	237.76
Invoice Department: Probate Court Probate Court									
WEEKLEYS MAILING SERVICE		Check Sort Code:	Bank Account: Clearing Account						
1420 WEST BAGLEY ROAD		Check Code:	Invoice Terms:						
BEREA, OH 44017-2935		Manual Check: No	Hold Reason:						
		Check Number:							
			Freight:						0.00
			State Tax:						0.00
			County Tax:						0.00
			Local/City Tax:						0.00
			Discount:						0.00
			Retainage:						0.00
			Net Amount:						\$237.76

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity U/M	Amount/Unit	Total Amount
	2021-00000410	N/Y/N/N/N/N	Other Expenses - Other Expenses	1.0000 Each	237.7600	237.76
	G/L Distribution:	G/L Account/Project			Expensed	Unencumbered

1001-008-57-901 (General Fund-Probate Court-Community Outreach-Other)

Total Invoice Items:	1	Invoice Amount Expensed:	\$237.76	Invoice Amount Unencumbered:	\$237.76
Batch Total Invoices: 1					
Batch Total Gross: \$237.76					
Batch Total Freight: \$0.00					
Batch Total State Tax: \$0.00					
Batch Total County Tax: \$0.00					
Batch Total Local/City Tax: \$0.00					
Batch Total Discount: \$0.00					
Batch Total Retainage: \$0.00					
Batch Total Net: \$237.76					
Batch Total Unencumbered: \$237.76					
Grand Total Invoices: 1					
Grand Total Gross: \$237.76					
Grand Total Freight: \$0.00					
Grand Total State Tax: \$0.00					
Grand Total County Tax: \$0.00					

Grand Total Local/City Tax:	\$0.00
Grand Total Discount:	\$0.00
Grand Total Retainage:	\$0.00
Grand Total Net:	\$237.76
Grand Total Unencumbered:	\$237.76